



## Faculty of Law

### Enhanced Variation of Duties Scheme (VOD+) 2024-25

Applications are invited for the enhanced Variation of Duties scheme, known as 'VOD+', approved by the Law Board in 2022.

There is a separate application form, in two parts, which must be submitted to [personnel@law.ox.ac.uk](mailto:personnel@law.ox.ac.uk) by close of play on **Monday of Week 7 of Hilary Term, 26 February 2024**.

The scheme has been designed in response to evidence of workload, and having regard to the Athena Swan Charter, as a means to facilitate an improved balance between teaching and research for those in the Faculty holding a tutorial fellowship alongside their Faculty post. It is hoped that the scheme will make some contribution to easing workload, and improving well-being, for this constituency. It is recognised that workload concerns for both academic and professional and support staff remain very high on the Faculty's and University's concerns, and a number of initiatives in this regard are detailed in the draft Faculty strategy.

Under the scheme, the Faculty will pay for a VOD+ Graduate Teaching Assistant to take on ONE subject's worth of tutorial teaching in College in ONE subject, relieving a postholder to this extent. This will normally fall in a single term, but can be extended over two terms where the postholder normally teaches that subject over two terms.

This scheme has been approved by the Board to enhance the existing Variation of Duties scheme, and **uptake of the scheme is subject to college approval on a case-by-case basis**. The application form requests the signature of your College Senior Tutor to confirm that your college is aware of your request for undergraduate teaching remission. No more than one award under the scheme is available every six years to any individual.

#### Scope of relief

The scheme offers relief from one term of undergraduate tutorial teaching in College in one subject, as follows:

- for an APTF-C: up to 8 hours a week, which can be converted into two terms of 4 hours a week;
- for an APTF-U: up to 4 hours a week.

A DPhil student will be appointed as a VOD+ GTA to take on this teaching. The Faculty will (a) pay the GTA a retainer (2023-24 rates are £1,173 for a GTA covering up to 32 tutorials, and £2,347 for a GTA covering up to 64 tutorials) paid in termly instalments; and (b) directly engage the GTA to give undergraduate tutorials at the Faculty tutorial rate.

The Faculty tutorial rate is an hourly rate equivalent to Grade 7.1, currently £18.98 per hour. Up to 2.75 hours can be claimed per tutorial hour to include all work related to the tutorials, including, preparation, marking, reporting, and the marking of collections. (Thus, 4 tutorials a week for 8 weeks represents up to 88 hours of claimable work; and 8 tutorials a week for 8 weeks represents up to 176 hours of claimable work, which will all be remunerated by the Faculty.) (NB the Faculty cannot fund SCR membership, room costs or meals.) Further information about Faculty rates of pay can be found on the [Additional Teaching](#) page on the website.



The relief is only from tutorial teaching; the postholder retains responsibility for other aspects of their College job, e.g. admissions, pastoral care, organisation of teaching, attendance of College meetings etc. The postholder is also, of course, responsible for all aspects of the supervision of the GTA's work.

## Eligibility

Applicants must:

- a. hold the combination of an associate professorship contract in the Faculty and a tutorial fellowship in a College (note: those who have had the title of professor conferred in the University's recognition of distinction exercise are eligible to apply);
- b. generally have passed their Initial Period of Office (but see the exception below);
- c. have the permission of their College to apply to the Faculty scheme.

The exclusion of those in their Initial Period of Office ('IPO') reflects the Faculty's understanding that many colleges offer some stint relief during the IPO, and avoid asking those in their IPO to take on onerous positions in College. As such, notwithstanding b., those in their IPO who have not had any stint relief from College, and/or have been asked to take on onerous positions in College during their IPO, are eligible to apply.

## Process

All applicants should complete Parts A and B of the application form as fully as possible and send it to Emma Gascoigne ([personnel@law.ox.ac.uk](mailto:personnel@law.ox.ac.uk)) by the end of Monday of Week 7 of Hilary Term, 26<sup>th</sup> February 2024.

All applications will be considered in a gathered field in Trinity Term by the Dean, the Vice Dean (Personnel) and the Associate Dean of Equality and Diversity or their representative, and reported to Personnel Committee.

For the 2024-2025 year, the Committee can recommend up to five awards under the scheme. If there are more than five applications, priority will be given to those who have been most burdened by workload (teaching and administration) and caring responsibilities.

For all applications approved by the Personnel Committee, details will be forwarded to Geraldine Malloy for the creation of a VOD+ GTA, which will be advertised at the appropriate time. The GTA should have completed the Faculty Preparation for Teaching and Learning at Oxford course by the time teaching commences.

## Changing the arrangements

The VOD+ must be used in the financial year for which it was applied. If you wish to change the term(s) of the buyout/GTA, there is an application form to request this (which you can request from [personnel@law.ox.ac.uk](mailto:personnel@law.ox.ac.uk)). If you need to change the *year* you would need to cancel the VOD+ and reapply in the next round.